

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Recreation Site Supervisor (Seasonal)	<u>Revision Date:</u>	02/06
			<u>EEO Function:</u>	Parks & Rec
			<u>EEO Category:</u>	Paraprofessional
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	50805

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Coordinator, organizes and supervises activities and sporting events and participants, coaches, spectators, parents, and possibly officials.

III. Essential Duties

- Complete daily reports & paperwork.
- Dispense rosters and materials for participants, coaches and instructors of each sport/activity.
- Assist in organizing participants into teams for each sport/activity.
- Assist with set-up and provide schedules for coaches of each team sport/activity.
- Assist in distributing equipment.
- Transport equipment in a city vehicle.
- Organize and set up facilities when necessary for practice and game or activity.
- Supervise and assure that schedules are followed accurately during league play or activity.
- Ensure guidelines, rules and sportsmanship are maintained.
- Assess conditions on playing field or activity site and ensure safety and proper set up.
- Address citizens, players and coaches concerns and questions.
- Ensure safety of staff, participants and citizens.
- Report any problems with coaches, participants, spectators or parents to Recreation Coordinator.
- Report any field/facility problems to Recreation Coordinator.
- Assist in coordinating, supervising and assigning officials.
- Perform first aid as necessary.

Softball Scorekeeper (Duties specific to this assignment)

- Supervise and keep score at assigned games for league and tournament play.
- Compute Statistics and league standings either manually or on a City computerized statistics program.
- Operate computerized scoreboard control panel.

Tennis Instructor (Duties specific to this assignment)

- Organize and teach tennis to participants in assigned classes.
- Operate tennis ball machine.
- Coach team tennis and league play.
- Transport passengers in a city vehicle.

Activity Supervisor - Hikes (Duties specific to this assignment)

- Assist with scheduling facilities, parks and trails.
- Assist with securing permits or specialists.
- Assist with preparing & updating hiking manual.
- Transport passengers in a City vehicle.

- Hike with and supervise participants.

#### IV. Marginal Duties

- Hand out participant trophies, shirts, and pictures.
- Make phone calls for Recreation Coordinator.
- Assist photographer for pictures to be taken for each sport/activity.
- Receive telephone calls and walk-in public, directing individuals to appropriate personnel and responding directly to matters concerning routine office business.
- Perform other duties as assigned.

#### V. Qualifications:

**Education/ Experience:** Six months prior experience in related activities helpful but not required.

**License:** Must possess a valid Utah Driver's license.

**Probationary Period:** A three-month probationary period is a prerequisite to this position.

**Knowledge of:** Sport/activity program (basic knowledge required of assigned sport/activity); proper English usage, spelling and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction.

**Communication Skills:** Contacts requiring tact and judgement to avoid friction and obtain desired result; outside contact with public presenting information.

**Tool, Machine, Equipment Operation:** Regular use of a telephone; occasional use of a copy machine, computer, computerized scoreboard control panel and calculator; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

**Analytical Ability:** Follow written and verbal instructions.

#### VI. Working Conditions:

Generally comfortable working conditions; frequent exposure to heat, cold and wet/humid conditions; work independently at assigned site or activity; frequent work in coordinating and directing programs; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; moderate physical exertion is present because of stooping and kneeling; must be able to lift up to 50 pounds; mainly evening, weekend and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.